

NC SPF-PFS Invitation to Apply Questions & Answers

Updated: November 12, 2014

- 1) Can two different SA prevention providers apply together?

There must be a single entity listed as the applicant, but that application may include additional SA prevention partners.

- 2) Can capital expenses such as computers and printers be included?

Operating costs such as office supplies, postage, and equipment (under \$2500) can be included in the proposal budget. PFS allowable eligible expenditures are limited to the project direct related costs.

- 3) If someone other than the grant FTE goes to training, can the costs for their travel expenses be included as a grant expense?

Yes, if the person attending is a central partner on the proposed project and their inclusion in training will advance the project goals. Meal costs are unallowable, except for the minimum amount necessary to attend technical assistance and training related to the SPF-PFS grant indicated in the Letter of Invitation. For these events, meals are an allowable expense on the day of the training event only, at the state rate of: \$8.20/Breakfast, \$10.70/lunch, \$18.40/dinner. Mileage is allowable at the state rate of .56 per mile. Lodging expenses may not exceed 65.90 per night.

- 4) Can you have 1 letter of commitments for a middle/high school combined?

A single letter of commitment is acceptable for a middle/high school IF the letter is signed by an administrator who has the authority to make commitment agreements and enter into Memorandums of Understanding for both the middle and the high school.

- 5) Are there requirements for margins, font, etc.?

Standard margins (1 inch), 12 pt. font.

- 6) When will POPS be up and ready? Will there be a training?

Yes, it will be up and ready within the first 6 months of the project period. Yes, a training will be offered.

- 7) Do you only want the 1 FTE person to attend the trainings? Can we include others in required training?

See question #3.

- 8) Would PRIDE surveys be a tool that could be used for evaluations with the schools?

Survey instruments must be validated instruments and address the core data indicators for the SPF-PFS grant.

- 9) Is a university eligible to partner with this grant or does it have to be a community college?

The Letter of Invitation identifies community colleges, however, an applicant may propose to include a University but must be able to demonstrate that SPF-PFS evaluation requirements will be accomplished.

- 10) If a community receives other funding such as Drug Free Communities, are they still eligible to apply for this funding?

There are no exclusions for Drug Free Community grant recipients, however, applicants should ensure the proposed SPF-PFS project is allowable within DFC grantee requirements. SPF-PFS grant funds may not be used to supplant other funds.

- 11) If a community coalition is unwilling to participate can an agency create a new coalition or use a community alternative such as JCPC, United Way, etc.?

Not if the coalition is the applicant. The eligibility requirements would not be met.

- 12) Do you have specific templates you want used for health disparities plan, community assessment, and evaluation plan? If so, where can they be found?

No, there are not specific templates for these.

- 13) If there is not a current functioning group working on this issue, how do we address the required meeting minutes attachment?

The applicant must meet the eligibility requirements for work on substance abuse prevention for a period of 6 months prior to the time of the application. If the applicant is an organization, meeting minutes from internal staff meetings are acceptable. If the applicant is a coalition, meeting minutes from coalition meetings are acceptable.

- 14) Can we have access to the state evaluation plan so we can prepare the local evaluation plan?

No, the relevant information from the state evaluation plan is included in the Letter of Invitation.

- 15) Is there a percentage of the budget that should be set aside for communication or evaluation?

There is not a percentage of the budget that must be set aside for evaluation or for communication. Allowable costs for evaluation may include a local site evaluator to work with the state level evaluators to collect data, and comply with the SPF-PFS evaluation requirements. These costs will be reviewed carefully and must be reasonable and appropriate to the level of effort proposed, and included into the proposed project design. Evaluation costs for instrument design are not allowable. Allowable costs for communication include media, marketing campaign supplies including marketing/promotion materials.

- 16) Is there a specific evaluation tool everyone will be using or can we use another tool if already collecting this information?

A standard tool will be provided by the SPF-PFS Cross-Site Evaluation and State-Level Evaluators.

- 17) If a school agrees to some data collection tools but not others, can alternate groups be used for data collection (such as faith groups, after school groups, community groups, etc.)?

Data collection for middle and high schools must be done at the school level. Applicants should include what, if any, validated survey instruments are currently being used in the schools.

- 18) Will there be a list of eligible best practices that can be used? Can funding be used for Naloxone and other assistance for treatment of pregnant women?

The SPF-PFS funds are for activities and strategies that prevent the initiation of non-medical use of prescription drugs for ages 12-25. The link to strategies and interventions that include best practices are included in question #39.

- 19) Are there a minimum number of surveys required at the community college level?

No, the Letter of Invitation requires a commitment to collect data for the purpose of the SPF-PFS grant.

- 20) To help develop the budget, where will trainings be held? What rate can be used for per diem? What rate can be used for overnights? How many staff are required to attend training?

Training will be held in a central location, such as Raleigh. For allowable rates, see question #3. The designated project coordinator is required to attend the training.

- 21) In year 1 budget, this is to include 6 months? In year 2 budget, this is to include 12 months?

This is correct. Year 1 may budgets may include start-up expenses that are not included in the Year 2 budget.

- 22) The invitation requires letters of commitment from middle, high school, and community colleges. However, it only requires surveys to be conducted in middle and high school. Is this correct?

This is correct.

- 23) If we do not have a community college in our area, how can we meet the requirement for a letter of commitment from a community college?

If, in fact, there are no community colleges in the county, then this requirement will be waived. Include a statement that indicates there is no community college in the county in lieu of the letter of commitment.

- 24) If we are already collecting the required data for the cross site evaluation, do we have to use survey instruments provided by the grant, or can we use our own?

See question #8, #16, and #17.

- 25) Should we budget overnight trips for training to Raleigh?

Yes.

- 26) Can consumable expenses be included? Can we include expenses for food, prizes, or promotional items?

See question #3, and #15.

- 27) Is there a benchmark number for data collected in middle and high schools? Do we need to do entire grade level or 1-2 classes?

No, there is not a benchmark number for data collected for the purpose of applying for the SPF-PFS grant. The Letter of Invitation requires a commitment to collect data for the purpose of the SPF-PFS grant. State-level evaluators will work with ensuring data quality throughout the course of the SPF-PFS grant period.

- 28) Are indirect costs allowable?

Applicants are not allowed to include indirect cost in the budget. Under the PFS sub-grant, indirect cost is not allowable. The PFS allowable eligible expenditures are limited to direct project related costs.

- 29) Can we put in the plan that we are going to create a health disparity plan? Does it already have to be done?

A health disparities plan that identifies a target health disparities population and strategies to target prevention strategies to this population.

- 30) Is there a cap on salary for the FTE?

No. It is important that the applicant's budget request be reasonable and appropriate.

- 31) Can first year budget be mostly staff and training?

Yes.

- 32) Will we receive all evaluation tools?

Yes.

- 33) Should the 1 FTE be one person or can it be more than one person that equals 1 FTE?

The Letter of Invitation identifies 1 required FTE. The intent of this grant is to build capacity for sustained prevention efforts that prevent non-medical use of prescription drugs among individuals aged 12-25. This is best accomplished by one person who can provide continuity and ensure partnerships are effective.

- 34) Will the contract with the LME/MCO take care of the requirements of prevention work history?

Yes.

- 35) Can the required partnering schools be an alternative school?

Yes.

- 36) If an alternative school we work with includes both a middle and a high school, will the partnership with them met the grant requirement or does it have to be a separate middle and a separate high school?

See question #4, and #35.

- 37) Can a partnering school be a magnet school, or any other type of specialty school that is distinct from traditional school settings?

Yes.

- 38) Where else can we access the reference tools on page 5? Some of the links are broken.

SAMHSA recently updated some of their links. The links below are the new links:

Factors Associated with Nonmedical Use of Prescription Drugs

http://captus.samhsa.gov/sites/default/files/capt_resource/factors_associated_with_nmupd_05-06-14_website.pdf

Risk and Protective Factors Associated with Nonmedical Use of Prescription Drugs
No longer available. This was revised to the current version "Factors Associated with Nonmedical Use of Prescription Drugs".

Strategies to Prevent the Nonmedical Use of Prescription Drugs
http://captus.samhsa.gov/sites/default/files/capt_resource/strategies_to_prevent_nmupd_04-22-14_0.pdf

Strategies and Interventions for Addressing the Nonmedical Use of Prescription Drugs
No longer available. This was revised to the current version "Strategies to Prevent the Nonmedical Use of Prescription Drugs".

- 39) The Letter of Invitation states that "A grantee or treatment or prevention provider may also provide up to \$30 cash or equivalent (coupons, gifts, child care, and vouchers) to individuals as incentives to participate in required data collection follow up." Can gift cards/vouchers be used as incentives to collect primary data surveys as well? Can data collection be provided to grantees in an electronic format that can be easily converted for use with tablets, audience response systems or other hand held devices?

Proposals may include costs of up to \$30 non-cash incentives (gift-cards/vouchers) to individuals as incentives to participate in required data collection follow up related to the evaluation requirements of the SPF-PFS evaluation plan. These costs will be reviewed carefully and must be reasonable and appropriate to the minimum amount needed to achieve SPF-PFS evaluation goals. Data collection must be done in compliance with the CSAP Cross-Site Evaluation tools, and using validated survey instruments at the school-level. Evaluation tools will be provided.

- 40) Can applications be hand delivered, rather than mailed?

Yes. Applications may be hand delivered, but must be received by 5:00 pm on November 24th. There are no allowable exceptions for late delivery, even due to extenuating circumstances.

- 41) Can currently funded NCCI coalitions apply for this funding?

There are no exclusions for NCCI coalitions, however, applicants should ensure the proposed SPF-PFS project is allowable within NCCI grantee requirements. SPF-PFS grant funds may not be used to supplant other funds.

- 42) If an agency or coalition decides to not apply for funding this time, will the RFP be re-opened again in July 2015? Or will the agency or coalition have to wait until fiscal year 17 to apply?

The Letter of Invitation will not be re-opened to new applicants.